

City of Las Vegas Code and Interpretation

AMEND: 10

DATE: December 19, 2008

CODE: 2006 IBC ☐ 2005 NEC ☐ Local Amendments ☐
 2006 IRC ☐ 2006 UMC ☐ POOL CODE ☐
 2006 IECC ☐ 2006 UPC ☐ MISC. ☒ Admin Code

CODE SECTION: Administrative Policy and Procedure

TOPIC: Express and scheduled over time procedure.

PURPOSE/REASON: Proposed change for written policy.

INTERPRETATION:

- Dispatch/Express is to contact the supervisors first thing in the morning to determine if express inspections can be scheduled based on the workload in their area.
- The inspectors shall take all express inspections when contacted by dispatch. Dispatch/Express will have the discretion to contact anyone on the help available list if the area inspector provides a legitimate reason why he cannot comply with the request.
- The inspector shall contact their supervisor if they will not be able to finish their work or so far away from the express inspection location it would be impracticable not to find someone else.
- It will be the supervisors' responsibility to either have someone else cover the express inspection or provide the inspector help to finish the daily work.
- Inspectors are responsible to contact dispatch when they are available to help or need help with daily work – "Help needed/Help available list."
- All express inspections and scheduled overtime inspections are to be set through dispatch/express by contractor; not the inspector.

INTERPRETATION (Amend 10-continued):

- Dispatch is not responsible to fill out inspection ticket information.
- Dispatch/Express is to provide a copy of the application page and IK number to the inspector.
- The inspector shall be responsible for all pertinent information on the inspection ticket.
- The inspector shall call in the results after the inspection has been completed.
- If the contractor does not have a valid check or provides an incomplete check a hold shall be placed on that permit until the correct fee has been submitted. During normal business hours contact dispatch. After hours leave a note for dispatch with the inspection ticket.
- The inspector shall deposit any check in the safe the day it was received.
- No personal vehicles shall be used while on city business.
- Dispatch/Express is to provide the supervisors a report for all scheduled overtime inspections by the end of the day so the supervisors are aware of what is being done by whom and when.

Approved: Chris Knight, CBO